



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Personnel Assistant 1 [Classified Competitive]			Salary Y28 \$78,283.00 - \$111,555.82
Posting Number 241-22	Position Number 037358	Number of Positions 1	Posting Period * From: 03/14/2022 To: 03/28/2022
Location: Ann Klein Forensic Center P.O. Box 7717, West Trenton NJ. 08628			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

This position will act as the assistant to the Manager of Human Resources by providing backup during the Manager's absence, attending executive level meetings and providing expert advice to staff as needed. Responsible for processing, overseeing and/or supervising daily operations of the Human Resource Office providing technical expertise and guidance to ensure quality customer service. Daily operations include but are not limited to Leave of Absences, Recruitment, Working Test Periods, Reclassifications, PMIS processing, Payroll/Timekeeping, and Workers Compensation for the Ann Klein Forensic Center (AKFC) and the satellite facilities of the Special Treatment Unit (STU). Assists in the preparation and continuing adherence to Joint Commission Standards ensuring a high level of compliance with JCAHO standards is met at all times. As a result, will assist in establishing and/or updating the HR's policies and procedures, ensuring the staff personnel files are in compliance with standards for competency and credentials and is involved in the actual survey process as a representative of the hospital's HR department. Will provide training and guidance to lower level Personnel and Payroll staff to develop and/or maintain their knowledge in a variety of HR functions as well as ensuring the workflow is processed timely and accurately. Will make recommendations and/or may implement necessary changes to improve standards operating procedures in HR. Will ensure cross-training of job duties to retain consistent quality customer service. Responsible for necessary staffing and position monitoring for AKFC and STU. Will maintain and provide required staffing and position data which is required bi-weekly, monthly, quarterly and yearly by both internal and external agencies

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Four (4) years of professional experience in a personnel program of a public or private agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PST.AKFC@doh.nj.gov

- Mail the required documents to:

**Kristin Hunt, Manager 1 Human Resources
Human Resources Services
Reference Posting #241-22
New Jersey Department of Health
PO BOX 7717
West Trenton, NJ 08625-7717**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*